Child and Adult Care Food Program

Health & Nutrition Services

State of Arizona

Department of Education

This institution is an equal opportunity provider.

Welcome to
Child and Adult Care Food Program
Computer Track Training

Objectives

1. Requirements for Accessing CNPWeb
2. Accessing CNPWeb
3. Creating Sponsor and Site Applications
4. Creating Sponsor and Site Claims
5. Reports
6. Reminders

Requirements for Accessing CNPWeb

1. Complete Computer Track Training.

2. Complete and submit ADE Common Logon form.

3. ADE will provide a Common Logon username and temporary password.

4. New user must reset password during first login.

Accessing CNPWeb

1. Go to the Arizona Department of Education homepage at:

    http://www.azed.gov

2. Click on Common Logon:

Accessing CNPWeb Cont.

3. Enter the username and temporary password provided by ADE.
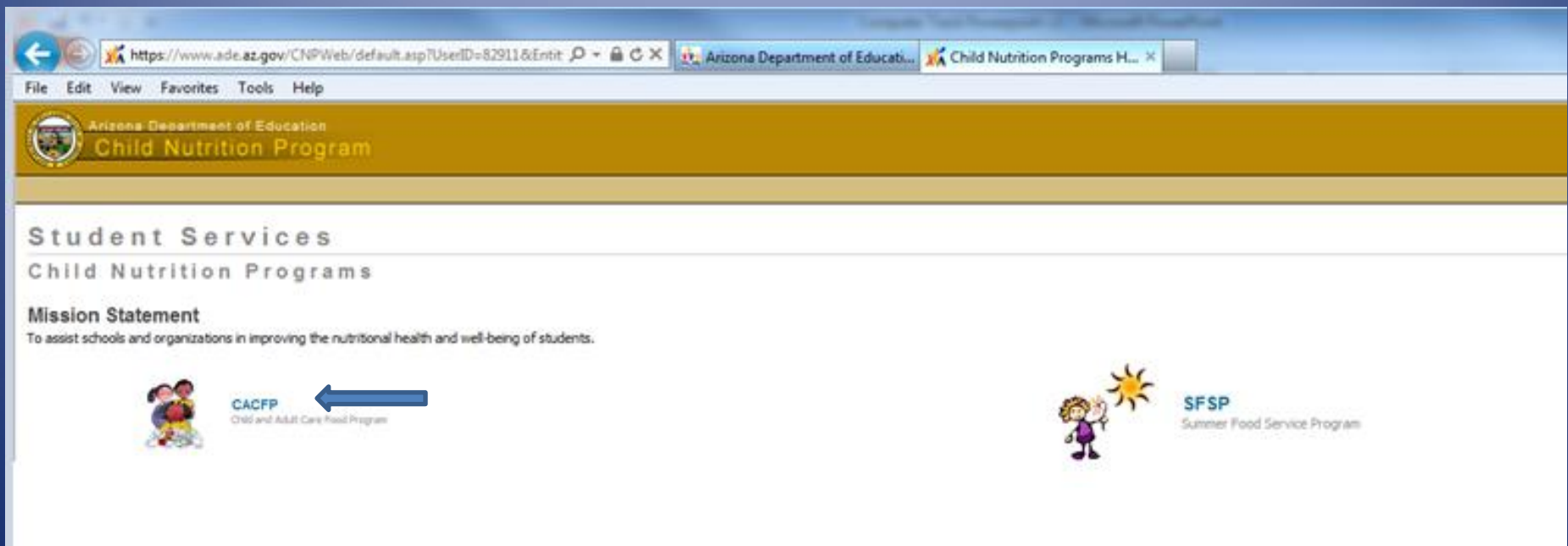
4. Click the "Continue" button:

Accessing CNPWeb Cont.

5. Click on CNPWeb on the Common Logon Application Menu:

Accessing CNPWeb

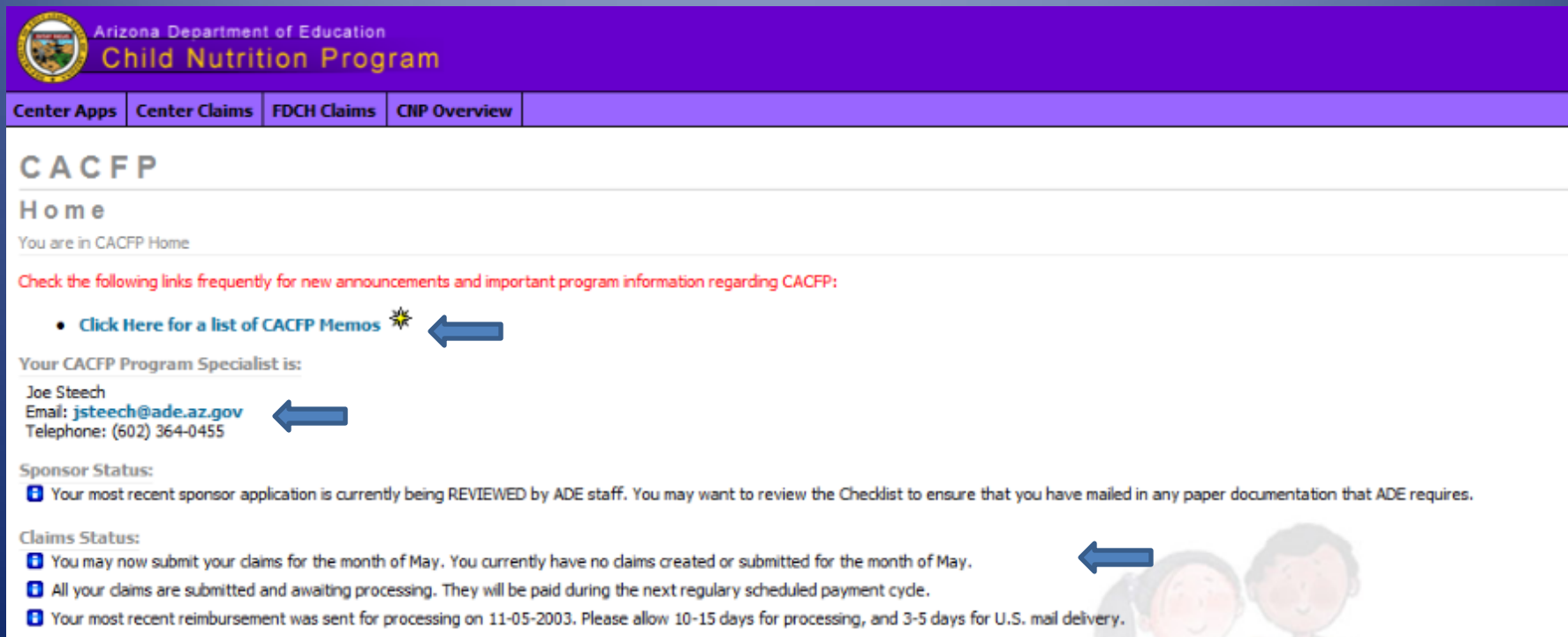6. Click on the CACFP link:

➢ This will access the CACFP Homepage.

CACFP Homepage

1. At the CACFP Homepage the user can:

    a. View all CN Memos distributed to CACFP participants.

    b. View your assigned specialist contact information.

    c. View important applications and claims processing information.

CACFP Homepage

2. The upper right portion of the CACFP Homepage allows the user to do the following:

    a. Switch between programs (If security allows) or go to the ADE Homepage.

    b. Identifies who the user is logged in as.

    c. Access online help features.

    d. Logoff CNPWeb.
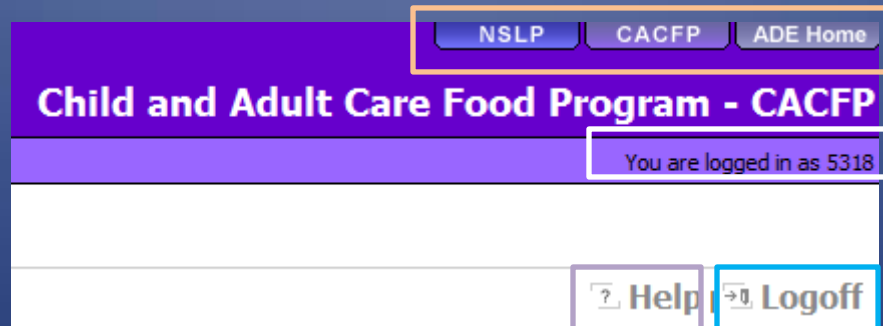
CACFP Homepage

3. The menu items appear across the top left portion of the CACFP Homepage.

   a. Menu items are established based on the users security profile.

   b. Click on the Center Apps menu:
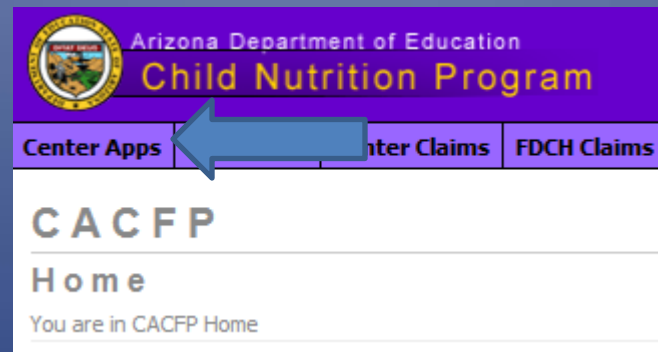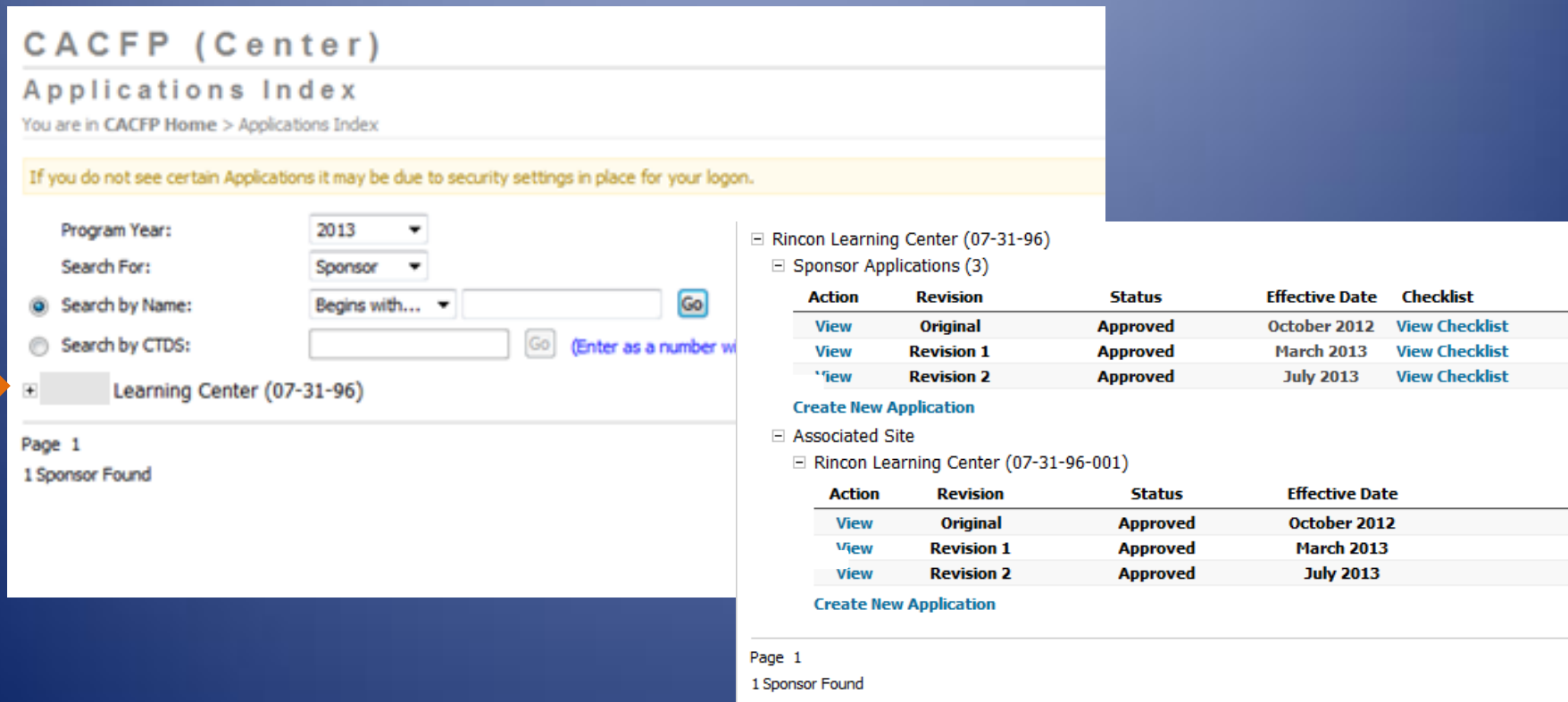
Creating Sponsor and Site Applications
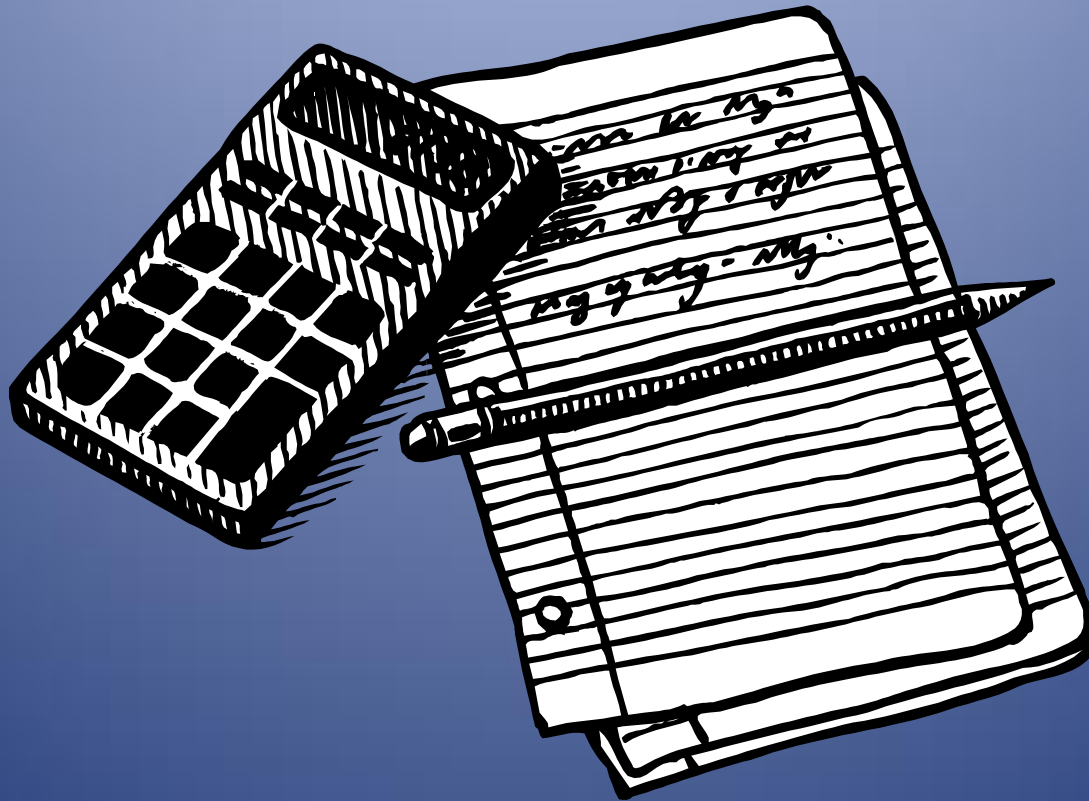
CACFP Application Index

1. The CACFP Application index will display the sponsor participating in the CACFP.

2. When clicked, the plus(+) sign next to the sponsor name expands the application information available.

CACFP Application Index

3. Explanation of search functions:

a. Program Year – The dropdown list contains all program years available. The displayed program year is the ending year.	c. Search by Name – Allows the user to search by all or a portion of the sponsor or site name.
b. Search For – This allows the user to search for a sponsor or a site.	d. Search by CTDS – Enter the unique CTDS # assigned to the sponsor or center by ADE.

Application Process Flowchart

Sponsor Submits Hardcopy Applications to Specialist

Specialist Reviews and Returns to Sponsor or Approves for Entry in CNPWeb

Returned for corrections

Approved for Online Submission in CNPWeb

Sponsor Enters **Site Application(s)** in CNPWeb

Sponsor Enters **Sponsor Application** in CNPWeb

Sponsor Submits Sponsor and Site Applications in CNPWeb

Approved – Sponsor May Begin Submitting Claims in CNPWeb

Specialist Reviews Online Application then Approves or Returns to Sponsor for Corrections in CNPWeb

Returned - Sponsor Makes Corrections and Resubmits Applications in CNPWeb

Application Order

Create New Site Application

The site application(s) first, then the sponsor application second.

1. Click the Create New Application link for the site.

Create New Site Application

2. Enter the site information.

3. Click the "Save" button in the bottom right corner.

Create New Site Application

4.   If any errors occur, they will appear similar to the ones below.

5.   Correct errors and re-save.

Create New Site Application

6. Click the "Submit" button in the bottom right corner of the application.

7. If any errors remain, a popup message will appear. Correct all errors then submit again.

Message from webpage

There are problems with some of the fields on this form, your data has not been saved. Please correct the errors and either try submitting again or save your data by pressing the save button.

OK
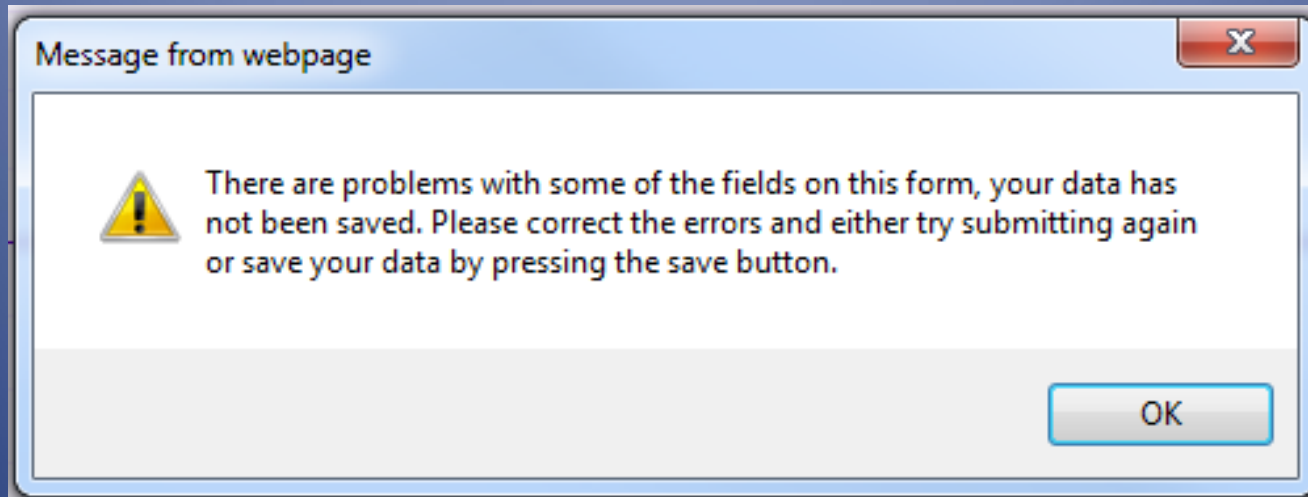
8. Enter more sites or add the sponsor application.

Create New Site Application

9. When all sites are submitted, the status will be "Waiting for Sponsor Application".

Create New Sponsor Application

1. Click Create New Application under Sponsor Applications.

Create New Sponsor Application

2. Complete the sponsor information.

3. Read the Certification Statement and check "I agree".

9. Certification Statement

I certify that the information on this application is true to the best of my knowledge.

I agree to the terms and conditions as defined in the Food Service Agreement and understand that this information is being given in connection with Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal statutes.

☐ I Agree

4. Click the "Save" button to check for errors.

5. No errors? Click the "Submit" button.

| Save | Submit | Delete | Cancel |

Congratulations!

You have submitted your first online application. The CACFP Application Index should look similar to this:

Sponsor Application Status Descriptions

1. Sponsors applications have various statuses that indicate where they are in the online process. Below are the most common:
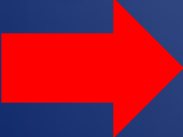
   a. **Pending Submission** – Application created, but not yet submitted.

   b. **Submitted to ADE** – Application sent to ADE for approval.

   c. **Approved** – ADE has reviewed and accepted the application. The sponsor can now submit claims.

   d. **Rejected** – ADE has reviewed and returned for corrections.

Site Application Status Descriptions

2. Site applications also have unique statuses that indicate where they are in the online process. Below are the most common:

a. **Pending Submission** – Application created, but not yet submitted.

b. **Waiting for Sponsor Application** – Site application is submitted without errors and is waiting for sponsor application submission.

c. **Not-Reviewed** – Application is submitted, but not yet approved.

d. **Approved** – ADE has reviewed and accepted the application.

e. **Rejected** – ADE has reviewed and returned for corrections.

Creating Sponsor and Site Claims

Center Claims Index

1. Click Center Claims on the menu.

Arizona Department of Education
Child Nutrition Program

| Center Apps | Center Claims | | CNP Overview | |
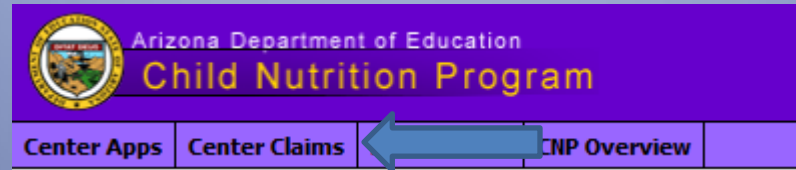
2. Claims Index Search Functions are the same except:

   a. Month – Select a claim month to view claims.

   b. Claim Status – Select from Paid, Submitted to ADE, Pending Submission or All

Claims

Center Claims Index
You are in **CACFP Home** > Center Claims Index

? Help | Logoff

Use the drop-down lists to make your selections.
In **Search by Name**, you have several options. If you know the name of the sponsor or site you want, select **Begins With** and type the letter that it starts with. The system displays a list of all sponsors or sites that begin with that letter.
If you're not sure of the name, but you know that is has Mesa in it, select **Contains**, type **Mesa** and click **Go**. The system displays a list of all sites with Mesa in their names.
If you know a site ends in "start", select **Ends With**, type **start** and click **Go**. The system displays a list of all sites that end with "start" (such as Headstart).

Program Year:	2013	
Month:	May	
Claim Status:	[All]	
Search for:	Sponsor	
⦿ Search by Name:	Begins with...	Go
○ Search by CTDS:		Go (Enter as a number with no punctuation)

Learning Center (07-31-96)
▸ View Meal Service Summary
▸ View Payment Summary
▸ View Accounts Payable/Receivable
▸ View Advance Summary
May
Reminder: You must enter a sponsor claim prior to submitting site claims.
▸ Create New Sponsor Claim

.... **Learning Center (07-31-96-001)**
   ▸ View Site Meal Service Summary
   ▸ Create New Claim

CACFP Claim Process Flowchart

NOTE

The claims process is the opposite of the application process:

Sponsor Claims – 1st
Site Claims – 2nd

Sponsor Creates and Saves New **Sponsor Claim**

↓

CNPWeb Completes Claim Validations

↓

Errors? — **Yes** → Errors – Sponsor Corrects Errors and Saves Claim

No

↓

Sponsor Creates and Saves New **Site Claim**

↓

Errors? — **Yes** → Errors – Sponsor Corrects Site Errors and Saves Claim

No

↓

More than one site? — **Yes** → Enter Next Site Claim

No

↓

Click Submit All Claims Link

Sponsor Claim

The sponsor claim first, then the

site claim(s) second.

1. Click the Create New Sponsor Claim link on the Center Claims index.

Sponsor Claim

2. Monthly Income supporting the operation of CACFP.

Regular Claim

Monthly Income	
Non-CACFP Income:	40000
CACFP Income:	9571
Value of Cash/Non-Cash Donations:	0
Value of Excess Personnel Meals:	0
Total Income:	$ 49,571

Sponsor Claim

3. Monthly administrative expenses for the operation of CACFP.

Monthly CACFP Administration Expenses	
Administrative Cost - Labor:	11
Administrative Cost - Benefits:	0
Administrative Cost - Rent or Mortgage:	173
Administrative Cost - Contracted Services:	12
Administrative Cost - Communications:	0
Administrative Cost - Other Costs:	0
Administrative Cost - Unaffiliated Costs:	0
Total CACFP Administrative Expenses:	$ 196

Sponsor Claim

4. Enter the Operational Expenses for the CACFP.

Monthly CACFP Operational Expenses	
Operating Cost - Labor:	2821
Operating Cost - Benefits:	0
Operating Cost - Food:	4208
Operating Cost - Supplies:	51
Operating Cost - Rent or Mortgage:	1080
Operating Cost - Contracted Services:	0
Operating Cost - Utilities:	240
Operating Cost - Other Costs:	0
Operating Cost - Unaffiliated Costs:	0
Total CACFP Operational Expenses:	$ 8,400

Sponsor Claim

5. YTD Summary of Expenditures

Calculated CACFP Income	Actual YTD	Approved	YTD Percentage
Non-CACFP Income	$ 392,800	$ 400,000	98.2 %
Administrative Advance		$ 0	
CACFP Income	$ 97,269	$ 111,600	87.16 %
Value of Cash/Non-Cash Donations	$ 0	$ 0	0 %
Value of Excess Personnel Meals	$ 0	$ 0	0 %
Total Income	$ 490,069	$ 511,600	95.79 %

Calculated CACFP Administrative Expenses	Actual YTD	Approved	YTD Percentage
Administrative Cost - Labor	$ 3,926	$ 2,552	153.84 %
Administrative Cost - Benefits	$ 0	$ 0	0 %
Administrative Cost - Rent or Mortgage	$ 1,903	$ 2,074	91.76 %
Administrative Cost - Contracted Services	$ 108	$ 144	75 %
Administrative Cost - Communications	$ 12	$ 0	0 %
Administrative Cost - Other Costs	$ 0	$ 28	0 %
Administrative Cost - Unaffiliated Costs	$ 0	$ 0	0 %
Total CACFP Administrative Expenses	$ 5,949	$ 4,798	123.99 %

Calculated CACFP Operational Expenses	Actual YTD	Approved	YTD Percentage
Operating Cost - Labor	$ 31,258	$ 44,289	70.58 %
Operating Cost - Benefits	$ 0	$ 0	0 %
Operating Cost - Food	$ 48,661	$ 55,800	87.21 %
Operating Cost - Supplies	$ 1,089	$ 2,200	49.5 %
Operating Cost - Rent or Mortgage	$ 11,880	$ 12,960	91.67 %
Operating Cost - Contracted Services	$ 0	$ 0	0 %
Operating Cost - Utilities	$ 2,640	$ 2,880	91.67 %
Operating Cost - Other Costs	$ 0	$ 0	0 %
Operating Cost - Unaffiliated Costs	$ 0	$ 0	0 %
Total CACFP Operational Expenses	$ 95,528	$ 118,129	80.87 %

Calculation for percentages:

Actual YTD / Approved = YTD Percentage

Example Operating Cost – Food:

48,661 / 55,800 = .8721 or 87.21%

Sponsor Claim

6.   Save the Sponsor Claim.

   a)   Click the Save button in the bottom right corner of the Sponsor Claim page.

   b)   If errors, correct and re-save claim.

   c)   No errors, click Cancel button to return to Center Claims Index.

   d)   Sponsor Claim will remain in Pending status until site claims are added.

Site Claim

1. Click Create New Claim link under the site name.

REMINDER: A site claim will be created for each site that operated during the claim month.

Site Claim

2. Enter the Program Participation for the claim month.

Average Daily Participation and Participants Enrolled are calculated by the system.

Regular Claim

Program Participation

Number of Days Served:	30
Average Daily Participation:	70
Participants Approved for Free Meals:	25
Participants Approved for Reduced-Price Meals:	10
Participants Approved for Paid Meals:	36
Participants Enrolled:	71
Participants Receiving Title XIX or XX Benefits:	12

Averaged Daily Participation = Max Total Meals Served / Number of Days Served

Participants Enrolled = Free Approved + Reduced-Price Approved + Paid Approved

Site Claim

Title XIX (SSI) or XX (DES) Benefits:

A. All For-Profit centers must enter the Participants Receiving Title XIX or XX Benefits.

B. The center must meet one of the following:

   1) 25% or greater Title XIX or XX compared to the Total Enrollment or License Capacity. OR

   2) 25% or greater Free/Reduced Approved compared to Total Enrollment or License Capacity.

Site Claim

3. Enter the total meals claimed during the claim month for each meal type.

The meals available for entry are based on the meals approved on the site application.

Breakfast - Regular	
Breakfast - Regular:	2100
Free Meals Served:	739
Reduced-Price Meals Served:	296
Paid Meals Served:	1065
Morning Snack	
Morning Snack:	1800
Free Meals Served:	634
Reduced-Price Meals Served:	254
Paid Meals Served:	913
Lunch	
Lunch:	2000
Free Meals Served:	704
Reduced-Price Meals Served:	282
Paid Meals Served:	1014

Free, Reduced – Price and Paid Meals Served are calculated by the system.

Meals are calculated based on percentages of Free, Reduced-Price and Paid Approved

Site Claims

4. Click the Save button in the lower right corner of the site claim page.

5. If errors exist, correct then re-save the site claim.

Claims

Center Site Claim

You are in CACFP Home > Center Claims Index > Center Site Claim

Enter the information into the form. For meal quantities that are unknown or none served, enter zero (0). Click Save to save your changes or click Cancel to disregard your changes since the last save. Be sure to enter only *whole numbers* (no decimals/cents).

Learning Center
(07-31-96-001)

Regular Claim

Your claim data has been saved, however, some errors have been identified with individual fields on this form. Please correct the errors and save again. This claim cannot be submitted and paid until the errors have been corrected.

☒ Breakfast - Regular is out of range (must be between 0 and 3,195).
☒ Morning Snack is out of range (must be between 0 and 3,195).
☒ Lunch is out of range (must be between 0 and 3,195).

6. Click the Cancel button to return to the Center Claims Index.

7. Add claims for all other sites participating during the claim month.

Submit ALL Claims

8. At the Center Claims Index page, click the "Submit All Claims" button after all claims have been entered.

REMINDERS:
a) The claim status must be Submitted to receive payment.
b) Clicking the Submit All Claims link submits all error free claims with Pending status in **ALL** months.

Revised Claims

1. Revise claims after status has changed to Submitted for Pmt.
2. Claims available for revision have a Revise Claim link on the Center Claims Index page.
3. The Revise Claim link is available until the claim has reached the 60-Day Deadline.
4. Enter the total number of meals, not the number adjusted upward or downward.

Claim Status Descriptions

1. Sponsor Claims have unique statuses that indicate where they are in the online process. Below are the most common:

   a. **Pending** – Claim was created, but not yet submitted.

   b. **Completed** – A sponsor claim receives a Completed status after the first site claim has been saved.

Claim Status Descriptions

2. Below are the Site Claim statuses:
   a. **Pending** – Claim was created, but not yet submitted.
   b. **Submitted** – The claim has been submitted to ADE for payment. ADE has not yet processed that claim.
   c. **Submtd for Pmt** – ADE Health & Nutrition has reviewed the claim and has approved it for payment. Allow 15 days from this date for receipt of reimbursement.

Reports

Reports Available to Sponsor

1. Meal Service Summary (Sponsor)
2. Payment Summary
3. Site Meal Service Summary

Accessing Reports

1. The reports are available for the selected Program Year.

2. Report links are available from the Center Claims Index page.

Meal Service Summary

1. The Meal Service Summary is a recap of the sponsor's meals claimed for the selected claim month and year.

Count – Cumulative meal count totals of all sites submitting claims during the selected month and year by type and category.

Rate – The USDA reimbursement rate in effect for the meal type, category, claim month and year.

Amount – The calculated amount of reimbursement (Count * Rate = Amount).

Month Total – The total value of the sponsor claim.

Payment Summary

2. The Payment Summary provides the history of all claims paid during the selected program year. There are two levels of data on this report.

Payments for Program Year

Site Level by Payment Period

Payment Summary

Payment Period – The month and year that the claim was processed in. This is not the claim month. Clicking the link opens the Site Level report.

Batch Date – This is the date that H&N sent the payments to the accounting office for processing. **This is not the date the payment was mailed/issued by ADE. Allow 15 days from this date.**

Check Amount – The amount of the check issued.

Claims

Payment Summary

You are in **CACFP Home > Center Claims Index > Payment Summary**

This page lists Checks or Direct Deposit Payments that include Claims or Advances for the 2013 Program Year.

Learning Centers, LLC (10-31-05)

Payments for Program Year 2013

Payment Period	Batch Date	Batch No.	Document No.	Check Amount
2012 December	12/11/2012	897	121211-A	$ 52,322.10
2013 January	01/11/2013	812	130111-A	$ 48,372.76
2013 February	02/12/2013	835	130212-C	$ 43,138.75
2013 March	03/13/2013	871	130313-G	$ 48,320.39
2013 April	04/12/2013	885	130412-A	$ 50,609.25
2013 May	05/13/2013	813	130513-E	$ 55,448.66
2013 June	06/11/2013	848	130611-G	$ 60,546.50
2013 July	07/12/2013	876	130712-C	$ 60,353.21
2013 Program Year Total:				**$ 419,111.62**

Payments for Program Year

Payment Summary

Claims:

➢ CTDS – The county/type/district/site number assigned to the site receiving payment.

➢ Period – The claim month/year of the payment.

➢ Revision – Type of claim processed, Original or Revision.

➢ Description – Clicking the link opens the claim that was processed.

➢ Amount – The amount of reimbursement for the site claim.

➢ Claim Total – Sum all of all site reimbursements.

Claims

Check Summary

You are in CACFP Home > Center Claims Index > Payment Summary > Check Summary

Learning Centers, LLC (10-31-05)

Check

Payment Type	Count	Amount
Claims	16	$ 60,353.21
Check Total:		**$ 60,353.21**

Claims

CTDS	Period	Revision	Description	Amount
10-31-05-001	2013 May	Original	Original Claim	$ 5,563.34
10-31-05-004	2013 May	Original	Original Claim	$ 6,909.60
10-31-05-007	2013 May	Original	Original Claim	$ 3,331.61
10-31-05-013	2013 May	Original	Original Claim	$ 3,085.27
10-31-05-017	2013 May	Original	Original Claim	$ 2,305.09
10-31-05-005	2013 May	Original	Original Claim	$ 2,732.98
10-31-05-020	2013 May	Original	Original Claim	$ 2,121.42
10-31-05-012	2013 May	Original	Original Claim	$ 3,890.30
10-31-05-014	2013 May	Original	Original Claim	$ 2,601.22
10-31-05-024	2013 May	Original	Original Claim	$ 3,200.39
10-31-05-019	2013 May	Original	Original Claim	$ 4,643.92
10-31-05-018	2013 May	Original	Original Claim	$ 3,692.52
10-31-05-015	2013 May	Original	Original Claim	$ 4,942.27
10-31-05-025	2013 May	Original	Original Claim	$ 2,518.05
10-31-05-022	2013 May	Original	Original Claim	$ 3,806.98
10-31-05-021	2013 May	Original	Original Claim	$ 5,008.25
			Claims Total:	**$ 60,353.21**

Site Level for Payment Period

Site Meal Service Summary

4. The Site Meal Service Summary is similar to the Meal Service Summary but recaps the site reimbursement claim.

Reminders

1. Complete the ADE Common Logon form to receive access to CNPWeb.
2. Do not share Common Logon user accounts or passwords.
3. Create site application first, then sponsor application second.
4. Create sponsor claim first, then site claim second.
5. Claims cannot be submitted for a future month.
6. Claims are due by the 10th of each month following the claim month.
7. Claims will not be accepted 60 calendar days after the last day of the claim month.
8. Claims are not received until the claim status is Submitted. Claims left in Pending status are **NOT** considered timely and will not be accepted.
9. Allow 15 days from the Submitted to Accounting date for receipt of reimbursement payments.